

Janet T. Mills
Governor

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Ph.D.



Maine Department of Health and Human Services
Child and Family Services
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Augusta, Maine 04333-0011
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CONVICTION OF MISDEMEANOR
As specified by the Department and within the preceding 10 years
APPEAL RIGHTS

Your background check revealed conviction of a misdemeanor offense within the preceding 10 years that includes one or more of the following; Reckless Conduct; Domestic Violence Assault; Domestic Violence Terrorizing; Domestic Violence Stalking; Assault; Assault While Hunting; Domestic Violence Criminal Threatening; Domestic Violence Reckless Conduct.

You are ineligible for employment in a child care program. You may request a review pursuant 10-148 Ch. 34 *Child Care Provider Background Check Licensing Rule* by sending a written request to the address below. Your written request for a review **MUST** be sent within 30 days of the date in which the Letter of Eligibility was issued and must include **ALL** of the following:

- Documentation demonstrating that the misdemeanor conviction within the preceding 10 years was the only disqualifying result in the comprehensive background check and;
- Documentation demonstrating that there have been no additional criminal convictions of any class following the disqualifying conviction and;
- Documentation that you are no longer under any sanction or conditions of the court system. This may include, but is not limited to, probation.

If **ALL** criteria have been met the Department will reverse the ineligible decision and provide you with notice of the decision and an updated Letter of Eligibility will be mailed to you.

If you failed to make a timely request or do not provide adequate documentation of criteria, the Department will provide you with a notice of the decision that your eligibility status has not changed. You will also be provided instructions regarding your right to request an Administrative Hearing pursuant *Title 5: Administrative Procedures and Services Chapter 375: Maine Administrative Procedure Act*.

Please mail your request and all documentation to:

Office of Child and Family Services
Children's Licensing and Investigation Services
2 Anthony Avenue
Augusta, ME 04333